

Air Force Personnel Center

Air Force Single Staffing Tool Briefing



**502 FSS/FSMC
Civilian Personnel
Officer**



Agenda

- **Objectives**
- **What is AF-SST**
- **Why**
- **Where/When**
- **Employee Benefits**
- **Managers Benefits**
- **Take Aways**



Objectives

- **Primary objective:**

- Streamline, transform, and standardize the civilian hiring process across all MAJCOMs and bases
- Provide the manager a simplified process to fill positions
- Empower employees to pursue future career growth opportunities.
- Align with OPM and DoD Civilian Human Capital Initiatives



What is AF Single Staffing Tool (SST)?

- **Air Force Single Staffing Tool (USA Staffing)**

- **One location for announcements for all applicants (internal and external) - www.USAJOBS.gov**

- **One vacancy announcement** - less confusion; posts immediately; job opening system notification; applicant status notifications points

- Application received
 - Applicant qualified/not qualified
 - Applicant referred/not referred
 - Applicant selected/not selected

- Job Opening System notification**

Right Person, Right Place, Right Time
AFPC currently utilizes Candidate



Why?

- **Government-wide mandates**
 - To simplify process for job seekers
 - Key applicant status notification through USAJOBS
- **Mirrors other DoD components and private sector already using resumes**
- **USA Staffing Interim Hiring Solution**
- **Responds to the growing needs of applicants, hiring managers, and HR professionals**



When/Where?

- Single Staffing Tool Launch
 - **15 Nov 2010**
- AF-wide
 - Excluded: Arnold AFB, TN, Brooks AB, TX, Edwards AFB, CA, Eglin AFB, FL, Hanscom AFB, MA, Hill AFB, UT, Hurlburt Field, FL, Kirtland AFB, NM, Tinker AFB, OK, Robins AFB, GA, Wright-Patterson, OH, and Luke AFB, AZ
- **Note:** Excluded locations will continue recruitment under current processes (AFPC Secure)

https://ww2.afpc.randolph.af.mil/resweb/search_by_state_nl0.asp



Employee Benefits

- Employee will create resumes to highlight their skills and abilities
- Equitable consideration - all applicants reviewed using same evaluation methods; resumes to selecting official for all qualified applicants
 - Up to 5 resumes can be stored in USAJobs per applicant
 - One vacancy announcement - less confusion; posts immediately; job opening system notification; applicant status notifications at key points
- Assistance available from Airman and Family Readiness Centers (A&FRC) providing on-site support
Right Person, Right Place, Right Time



Managers Benefits

▪ Manager/Supervisors

- Currently receive referral certificates from two different staffing tools; two user ids; two passwords
- One referral certificate of qualified applicants
- Only one Userid and one password for reviewing referrals



USAJOBS Tutorials

- <http://www.usajobs.gov/EI/tutorials.asp#icc>
 - Job Search
 - Job Opportunity Announcements
 - My Account
 - Resumes
 - Saved Documents
 - Saved Searches
- **Resume Helpful Hints and Tips**
 - <http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc>



Take Aways

- One tool for applicant (internal and external)
- One tool for manager and staffer
- Employee creates resume
 - Describe their experiences and capabilities
- Launch date 15 Nov 10
 - Prepare resume